

DEVELOPMENTAL DISABILITIES PROGRAM

ALTERNATING SCREENING PROCEDURES 2011

- Every third adult resource vacancy \$23,000 dollars or less will be made available to children's services. This process may change as additional information becomes available. This does not include resources associated with congregate settings. The Eligibility and Referral Specialist will notify the Quality Improvement Specialist in the Region the resource will be screened. The Children's Waiver Services Policies and Procedures effective July 1, 2011 will be followed.
- The Eligibility and Referral Specialist will screen adult service openings. Congregate openings usually require information from the provider as well as from the Quality Improvement Specialist regarding the compatibility of individuals residing in a group home setting. The Eligibility and Referral Specialist will make the final determination.
- The Eligibility and Referral Specialist will maintain a spreadsheet documenting when a resource vacancy is screened for either adult or Children's services, the dollar amount, the date the opening occurred, the service desired, region and the screening date.
- The Central Office Administrative Assistant will develop a weekly opening report for children's services that will be used internally and distributed to Children's Services Providers. The information required for the report is:
 - (1) Region
 - (2) Provider Name
 - (3) City
 - (4) Date opening occurred
 - (5) ICP amount
 - (6) Quality Improvement Specialist's name and phone number

Information to be added or deleted from the report may be sent in anytime during the week to the Central Office Administrative Assistant but no later than Friday noon. An updated weekly Report will be created and sent out Friday between the hours of 3:00 and 5:00 PM to Children's Providers, Quality Improvement Specialists and the Eligibility and Referral Specialist.